

## Creating a Table and Graph in EXCEL

### Table

1. Open EXCEL
2. Save your table as lastname.plant (insert your last name)
3. In block A1, type your name
4. In block A2, type “Seed and Plant Needs”
5. In block A4, type “Day”
6. In block B4, type “Height of Plant (cm)”
7. Highlight B4-D4 and click the “Merge and Center” button (looks like a small “a” with arrows on either side)
8. In block B5, type “Light Only”
9. Adjust the width of the column so the words fit
  - If you move the mouse in between the letters near the top, the cursor will turn into a cross with arrows on either side
  - When this cursor appears, click and drag until the width is correct
10. In block C5, type “Water Only”
11. In block D5, type “Both Light and Water”
12. Repeat step 8 to adjust the width of other columns so the words fit
13. In blocks A6-A20, enter the numbers 0-14
14. In blocks B6-B20, C6-C20, and D6-D20 enter the correct data from your handout
15. Highlight A4 through D4 down to A20 to D20
  - If you click in A4, you can drag your highlighting over and down to highlight all of those blocks
16. Center your table by clicking on the “Center” button (looks like centered lines)
17. Create a grid for your blocks by clicking the drop down menu from the “Borders” button and highlighting “All borders”
18. Make sure you save everything
19. You can change the font and size, but make sure all of your data and labels are fully visible

## Graph

1. Highlight A5-D5 down to A20-D20
2. Click on the “Chart Wizard” button (looks like a colorful bar graph)
3. Click “XY (Scatter)”
4. Click “Next”
5. Click “Next” again
6. Enter a Chart Title : Seed and Plant Needs
7. Enter Value (X) Axis : Time (Days)
8. Enter Value (Y) Axis : Height of Plant (cm)
9. Click “Next”
10. Choose “As Object in Sheet 1”
11. Click “Finish”
12. With your cursor, right click somewhere in the gray part of your graph (but NOT on a line) and choose “Clear”
13. Double click one of the numbers of the x axis
14. Choose the “Scale” tab
15. Change the “major unit” to 1 and Click “OK”
16. Click and drag the graph so the table and graph are on one page
  - You may need to shrink your graph so it fits on one page
  - Click in the white box around your graph and pull the box in the upper right hand corner to shrink/stretch your graph
17. You can change the font of the words and shape of the data points if you want
  - Right click on the words or data point and choose “Format...” and then choose which font or shape you want
  - Do NOT bother changing color because the printer only uses black ink
18. Make sure you save
19. Check with me before you PRINT
  - Click your cursor in Block A1 before you print